

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organization and Function

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Department of Animal Husbandry & Fisheries, Chandigarh Administration Website: chdanimalhusbandry.gov.in
		(ii) Head of the organization	Director Animal Husbandry & Fisheries, U.T. Chandigarh
		(iii) Vision, Mission and Key objectives	The Health and Veterinary care of livestock is the primary concern of the Animal Husbandry Department whose endeavourer is to ensure that the supply of milk and milk products, being essential ingredients of good and nourishing food should come from healthy & disease free animals.
		(iv) Function and duties	The main focus of the activities of the department is on :- (i) The development of the requisite infrastructure for improving the productivity. (ii) The preservation and protection of livestock by providing proper health care facilities. (iii) Increase in the production of major livestock products especially milk to meet the increasing per capita requirement. (iv) Animal Welfare.
		(v) Organization Chart	<u>Peruse RTI Act Part-2 (flag-X)</u>
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Joint Director look after the administrative work of Animal Husbandry & Fisheries and Liaison between U.T. Secretariat & Department. He also enjoys the DDO Powers
		(ii) Power and duties of other employees	<u>Annexure-2 of RTI</u>

		(iii) Rules/ orders under which powers and duty are derived and	As per orders of Competent Authority powers/ duties are derived and assigned to the employees
		(iv) Exercised	As per assigned power/ duty, duties are exercised by all the employees
		(v) Work allocation	Work allocation is done as per orders of Competent Authority/ Joint Director
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	<u>Annexure-3 of RTI Act Part-I</u> Decision making is done at the level of higher officers.
		(ii) Final decision making authority	Final decision making authority depends on the case. Sometimes it is Secretary AH, sometimes it is Director AH and sometimes it may be Joint Director
		(iii) Related provisions, acts, rules etc.	Punjab Civil Service Rules are implemented
		(iv) Time limit for taking a decisions, if any	At the earliest.
		(v) Channel of supervision and accountability	Administrative Block supervised by Superintendent Statistic Block supervised by Research officer. As a Head of Office supervised by Joint Director
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	<u>Annexure-4 of RTI Act.</u>
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	Put up to competent authority and decision is conveyed to the applicant with in prescribed period.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	<u>Annexure-5 of RTI Act</u>
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	<u>Annexure-6 of RTI Act</u>
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	<u>Annexure-7 & 8 of RTI Act</u>
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	

		(viii) Place where the minutes if open to the public are available?	-
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Annexure-9 of RTI
		(ii) Telephone , fax and email ID	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with	Annexure-10 of RTI
		(ii) System of compensation as provided in its regulations	Granted pay scales as per Punjab Govt. pattern as adopted by Chandigarh Administration from time to time.
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Name & Designation PIO- Dr. Baljeet Singh, Veterinary Officer-cum-Research officer-cum CPIO. APIO- Sh. Raj Kumar, Superintendent-cum-ACPIO Appellate Authority- Dr. Kanwarjit Singh, Joint Director-cum-Appellate Authority
		(ii) Address, telephone numbers and email ID of each designated official.	Annexure-16 of RTI
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	NIL
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	NIL
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	-
		(ii) Efforts to encourage public authority to participate in these programmes	-
		(iii) Training of CPIO/APIO	Training programs undertaken as organized by Chandigarh Administration from time to time
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	-

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Annexure-11 of RTI
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours during 2019-20	(i) Budget	No foreign tour undertaken by officer of Animal Husbandry during 2019-20, hence budget grant for the same may be considered as NIL.
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. <ul style="list-style-type: none"> a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit 	
		(iii) Information related to procurements <ul style="list-style-type: none"> a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed. 	-
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Annexure-12 of RTI
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	

2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Rs. 71.00 lakhs granted as Financial Assistance to SPCA- Sector-38, Chandigarh (A Govt. Infirmary) by Department of Animal Husbandry & Fisheries, U.T. Chd
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Record of accounts is kept by the Executive of the SPCA and thus verified by the Chartered Accountant.
2.5	Particulars of recipients of concessions, permit of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	NIL
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	NIL
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	-

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public	NIL
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	NIL
		Public- private partnerships (PPP)	NIL
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	
	(iii) Concession agreements.		
	(iv) Operation and maintenance manuals		
	(v) Other documents generated as part of the implementation of the PPP	NIL	

		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	NIL
		(vii) Information relating to outputs and outcomes	
		(viii) The process of the selection of the private sector party (concessionaire etc.)	
		(ix) All payment made under the PPP project	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	Guidelines will be followed in letter and spirit. Whenever, there will be policy decision which effect public, will be published. However, no such decision taken during the previous year.
		(ii) Outline the Public consultation process	Will be decided by the competent authority relating to subject matter.
		(iii) Outline the arrangement for consultation before formulation of policy.	-
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	yes
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Yes
		(ii) Printed format	No
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	(1) Pamphlets of Govt. of India Schemes. (2) Leaflets for Awareness in regard to Livestock and Pet Owners.
		(ii) At a reasonable cost of the medium	Not Applicable

4. E. Governance

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available	(i) English	Yes
		(ii) Vernacular/ Local Language	No
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	July, 2020.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	NIL
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	<u>Annexure-15 of RTI Act part-I</u>
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	No grievance received under RTI.
		(ii) Details of applications received under RTI and information provided	During 2019-20 i.e. 01.04.2019 to 31.03.2020 No. of applications received- 50 No. of applications disposed off- 45 No. of applications transferred- 05
		(iii) List of completed schemes/ projects/ Programmes	-
		(iv) List of schemes/ projects/ programme underway	-
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	-
		(vi) Annual Report	(submit quarterly return)
		(vii)Frequently Asked Question (FAQs)	-
		(viii) Any other information such as a) Citizen's Charter	Updated on website
		c) Six monthly reports loaded on the website or not	No
		d) Performance against the benchmarks set in the Citizen's Charter	Followed in spirit.

4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	During 2019-20 i.e. 01.04.2019 to 31.03.2020 No. of applications received- 50 No. of applications disposed off- 45 No. of applications transferred- 05
		(ii) Details of appeals received and orders issued	During 2019-20 i.e. 01.04.2019 to 31.03.2020 No. of appeals received/ Disposed off- NIL
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	NIL

5. Information as may be prescribed

S. No.	Item	Details of disclosure		Remarks/Reference Points (Fully met/partially met/not met- not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	Only name of current CPIO, ACPIO and Appellate Authority is updated on Website under RTI Annexure-16.
		(ii)	Details of third party audit of voluntary disclosure	Third party audit has been carried out successfully.
			(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	Superintendent AH has been appointed as Nodal Officer under RTI. Date: 31.07.2020 Sh. Raj Kumar, Superintendent Grade-II
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	No such committee constituted.
			(a) Dates from which constituted (b) Name & Designation of the officers	
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	No such committee constituted
			(a) Dates from which constituted (b) Name & Designation of the Officers	

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Mandatory information has been disclosed/ updated on website as per RTI sections.	-